

Idaho System of Educational Excellence (ISEE)
2013-2014 School Year - Summer Alternative Secondary School Staff Data Guidance

Although Alternative Secondary Summer School may begin prior to July 1, 2013, summer school is funded in the 2013-2014 fiscal year. Data submitted for summer school are used in calculating state funding for the FY2014 school year and must be submitted in a one-time August 2013 Summer School upload. Data submitted prior to August 2013 will not be properly funded.

Report the complete summer files in one upload in ISEE and use the August manifest. Only Summer Alternative Secondary Schools and Programs need to be reported!

Alternative Secondary Summer School certificated staff must hold the proper credentials or State funds may be withheld. A summer alternative certificated employee must be the teacher of record for student alternative summer enrollment and attendance.

Important Data Elements and Option Codes for Summer School Funding

Summer Alternative Secondary School certificated personnel must be reported as a separate contract.

Caution: Summer Alternative School contracts are permanent records and must be included in subsequent uploads for the remainder of the school year. Deleting or overriding the contract fields will alter funding calculations.

Staff Demographics

Contract Type (contractType): Use option code **AS (Approved Alternate Summer School)** to designate alternative summer school.

Contract Base Salary (e.g. \$3,000 = 3000) Round to the nearest dollar.

Enter the employee's salary for the summer alternative secondary school contract. The figure should not include any amount for extra pay such as coaching or driver education.

If the employee is paid on an hourly basis, calculate the base salary by multiplying the total number of hours worked by the employee's hourly rate of pay. Required field - do not leave blank.

Contract FTE: Summer FTE equals the total number of hours contracted divided by 900 hours for certificated staff. **Required field - do not leave blank.**

Contract Days: Enter the number of days the employee is employed for the summer alternative program. **Required field - do not leave blank.**

Contract Hours: Enter the total number of hours the certificated employee works in the summer alternative program. Maximum number of hours is 900. **Required field - do not leave blank.**

Example: If an employee is teaching 2.88 hours per day, five days a week for five weeks you would enter 72 hours in the "Total Hours" box. (2.88 hours x 5 days per week x 5 weeks / 900 hours = .08 fte)

Staff Demographic

contractType2	baseSalary2	contractDays2	contractHours2	contractFTE2
AS	1800	25	72	.080

FTE must correlate to summer attendance and enrollment.

Summer School Assignments

School ID (schoolId): Enter the **approved alternative summer school number** in which the assignment takes place. Other school IDs will not be recognized for funding purposes..

School Type (schoolType): Use option code **SA Summer Alternate Secondary**, the only school type recognized for funding alternative summer school.

Contract Number (contractNo): The number of the contract associated with this assignment - contract **1, 2 or 3**.

Assignment Code (assignment): Enter the code from the ISEE Assignment Codes that best describes the particular teaching, support, and/or administrative position. Refer to: 2013-2014 Assignment Credential Manual.

Assignment FTE: Summer school FTE equals total hours taught divided by 900 hours. **Please note: the sum of the assignment FTE(s) must equal contractFTE1, contractFTE2, or contractFTE3.**

Example: Ms. Smith has a contract to teach 72 hours during summer school. The alternative summer school contract2 FTE is .08 fte (72 hours/900 hours). She teaches 2 classes. Each assignment FTE is .04 FTE (36 hours /900 hours). The sum of the two assignment FTEs equals the contract FTE2 of .08.

Staff Demographic

contractType2	baseSalary2	contractDays2	contractHours2	contractFTE2
AS	1800	15	72	.080

Staff Assignments

schoolId	schoolType	contractNo	assignment	FTE
0203	SA	2	2052	0.04
0203	SA	2	2056	0.04

FTE must correlate to summer attendance and enrollment.

Non-Certificated Staff

Non-certificated employee working **only** during the summer months in 2013 at an Approved Alternative Summer School should be entered in 2013-2014 data collection. ***Do not enter non-certificated employees working 12-months of the year unless their position is unique to the approved Alternative Secondary Summer School.***

Summation: Key components for approved Alternative Summer School funding

Staff Demographics

- Summer school separate contract 1, 2 or 3
- Summer school contract type "AS"
- Allocation of summer school fte

Staff Assignments

- Summer school approved ID
- Summer school type "SA"
- Assignment Start Date and Assignment End Date must correspond to attendance and enrollment.

Summer School Calendar

- One-time August 2013 Summer School Manifest (include all activity in one upload).

Experience and Education

Update staff experience and education for the 2013-2014 school year.

Quick Reference & Reminders

Basic guidelines for reporting completed teaching or administrative experience are as follows:

1. Only report **prior, completed** years.
2. Do not count the current school year (it's not completed).
3. Include only certificated teaching or administrative position experience.
4. Include only experience from an *accredited* public, private or parochial school.
5. Do not include Pre-K experience. (Exception: early childhood special education in a public school or accredited private school).
6. A qualifying teacher and/or administrator must physically work 50% or more of a given school year – less than .50 fte does not count.
7. Each year is considered on its own; partial years cannot be combined – count 1 or zero.
8. A qualifying teacher and/or administrator must be an employee of an accredited public, private, parochial school or accredited college or university.

There are five categories of years of experience:

1. Years in public Idaho K-12 school.
2. Years in public K-12 schools *excluding* Idaho (out of state).
3. Years in private or parochial K-12 school.
4. Years in teaching in Idaho higher Education (must be equivalent to K-12 teacher's contract).
5. Years in teaching in higher Education *excluding* Idaho (out of State) (must be equivalent to K-12 teacher's contract).

Caution: Do not duplicate years of experience. Each category is a component of total years of completed experience.

Basic guidelines for reporting additional college transcript credits earned *beyond the degree reported* and initial certification (I.C. 33-1004A). Two conditions must first be met: Initial certification and degree reported.

1. Credits must be from an accredited college or university: courses for which academic credit is awarded by an accredited college or university, which can be used toward a degree.
2. District/charter must have an official transcript on file before these credits may be claimed
3. Report all eligible credits in *semester credit hours only*.
4. One (1) quarter credit hour converts to .67 semester credit hour. Round fractions down to the nearest credit.
5. In-service credits do not qualify.
6. Continuing Education Units (CEUs) do not qualify unless the credits are a result of courses taken for college credit.
7. Temporary permits do not meet the requirements of initial certification (provisional authorization).
8. The *issue* date of the *initial* certification remains the same regardless of certification status (active or inactive).
9. Credits must be earned prior to the last Friday in September (same as requirement for counting completed years of experience).
10. **Mathematical Thinking for Instruction (MTI) course credits do not count as transcript credits.**

If an employee is on your payroll, report in ISEE. Staff demographic and staff data are entered as annualized amounts.

Experience & Education History

Update at the beginning of the year. Review prior year work history to assure the fte reported is accurate.

For example, a teacher left unexpectedly in December and did not complete the entire year. Or, a new teacher hired in March working full weeks but the number of hours worked for the remainder of the year divided by 1,380 hours is less than .50 - do not count the year as one. Certificated Contract & Assignments: Sum of assignment fte(s) must equal contract FTE.

Contract Rules

1. One contract shall not exceed 1 fte.
2. Each certificated employee may have up to 3 contracts (regular, *summer, evening).
3. The sum of the contract FTE's may exceed 1, provided each contract does not exceed 1 fte.
4. Each contract must have corresponding certificated assignments.
5. The sum of the certificated assignment ftes must equal the contract fte.

****Caution: Summer Alternative School contracts are permanent records and must be included in subsequent uploads for the remainder of the school year. Deleting or overriding the contract fields will alter funding calculations.***

Non-Certificated Employment.

- Assignment Fte = (hours per week x weeks per year) / 2080 hours. Leave the contractNo blank for classified assignments

Reporting not required for:

- Persons employed during emergencies
- Irregular help (i.e., short term substitutes, volunteers, etc.)
- Non district contracted staff (report on ISEE Form 6, if applicable)

Certificated Staff Member Not Having the Proper Credentials: Funding may be withheld. Work with Teacher Certification to resolve these issues.

Validate and verify all data before and after submitting: Review staffing reports after the October and November submissions.

Review budgeted estimates: Number of fte, factored index. Compare to reports and resolve all discrepancies.

Work with HR to assure staffing data is updated: Additional credits earned since the prior year, are accurate. Review years of experience.

After the October data is uploaded, run the ISEE staffing reports to assure the data is correct and agrees with payroll records and budgeted numbers.

Note: Only staff members with an active contract and assignments as of the last Friday in September are funded (**summer school is included**). Anyone hired after the last Friday in September will not be funded. There are a few exceptions to this rule such as an unfilled advertised position. However, the district must provide documentation, such as the job posting, supporting such a claim.

Review Staffing Reports after October data submission

All Personnel Information Report (all staff, all funds)

- Export to Excel: 1st tab in file, certificated staff data. 2nd tab in file, non-certificated staff data.
- Assure data on this report agrees with your budgeted numbers and payroll records.
- If data is missing from this report or inaccurate, review and correct files.
- Business rules:
 - Staff member's employment status must be active in the October upload.
 - If the contract FTE is greater than the base salary/minimum salary, then fte is reduced accordingly to the same percentage.

- **Employment Placement Report (code 10 only)**

- Assure all certificated staff with code 10 funding are listed on this report with accuracy. If a staff member is not on this report, or the data is inaccurate, review key data fields for accuracy.

- This report is the detail of the Salary Based Apportionment Report.
- Business Rules:
 - Staff member's employment status must be active in the October upload.
 - Only those with funding source code 10 are included.
 - Education & years of experience must be complete.
 - Assignment data must be accurate.
 - The sum of the assignment fte(s) must equal the contract fte for correct allocation.
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District Index (code 10 only)

- Review this report to assure the fte and factored indexes agree with budgeted estimates.
 - The minimum salary adjustment is part of this report.
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- **Review and resolve all SRM Warnings. The business rules in place will limit funding until the problems are resolved.**